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ADMINISTRATION

RECORD SERIES	RECORD TITLE\DESCRIPTION	DISPOSITION INSTRUCTIONS
EDA-16-001	Admin - Absence record, daily	Destroy after ONE (1) Year.
EDA-16-002	Admin - Abstracts/deeds/ title papers/mortgages	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECRDS ADMINISTRATION.
EDA-16-003	Admin - Calendar, for staff and curriculum	Destroy after three years or State Board of Accounts Audit, whichever is later.
EDA-16-004	Admin correspondence (principals, counselors, non-teaching administrative staff)	Destroy after FIVE (5) years.
EDA-16-005	Superintendent Correspondence, Documents major functions, activities, programs, decision and policy making, important events in school district's history	PERMANENT. Transfer electronically to the INDIANA ARCHIVES AND RECORDS ADMINISTRATION or MICROFILM according to 60 IAC 2 STANDARDS or retain Original in office, or transfer to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-006	Admin - Evaluations of Administrators	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the indianana archives and records administration after microfilming. Confidential
EDA-16-007	Admin - Grant applications, approved	Destroy three years after the end of the grant period or State Board of Accounts audit, whichever is later.
EDA-16-008	Admin - Grant applications, not approved	Destroy after THREE (3) Years
EDA-16-009	Admin correspondence (principals, counselors, non-teaching administrative staff)- email	Except where otherwise provided in the general retention schedule or this schedule, destroy after FIVE (5) years.
EDA-16-010	Admin - Policy Book	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the indianana archives and records administration.
EDA-16-011	Admin - Proof of publication files	Destroy after three years or State Board of Accounts audit, whichever is later.
EDA-16-012	Admin - Publications issued by Corporation	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the indianana archives and records administration.
EDA-16-013	Admin - School report card, Annual Performance Report; Annual Financial Report; Gateway financial report	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-015	Build - Contracted work orders	Destroy three (3) years after completion of construction project
EDA-16-016	Build - Correspondence, construction projects	Destroy three (3) years after completion of construction project
EDA-16-017	Build- Drawings, blueprints, specifications (planned design drawings)	Destroy when no longer useful
EDA-16-018	Build - Drawings, blueprints, specifications (as built drawings)	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-019	Build - EPA Asbestos abatement records	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-020		Destroy three (3) years after the next reinspection as required by 40 CFR 763.94
EDA-16-021	Build - EPA Asbestos inspections reports	
EDA-16-023	Build - IDEM Monthly treatment plan lab reports (sewage treatment)	Destroy after three (3) years
EDA-16-024	Build - State Fire Marshal annual site inspection reports	Destroy after three (3) years
EDA-16-025	Food - Food Services Guidelines	Destroy when superseded
EDA-16-026	Food - Menus/Daily Production Sheets	Destroy after five (5) years

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EDA-16-027	Food - Milk and bread bids	Destroy after five (5) years or State Board of Accounts Audit, whichever is later.
EDA-16-028	Trans - Bus conduct report	Destroy after one (1) year
EDA-16-029	Trans - Bus Safety Inspection report (Indiana State Police)	Destroy after three (3) years
EDA-16-030	Trans - Field trip reports	Destroy after three (3) years
EDA-16-031	Trans - Form DOE-TN (Indiana, replaces EIR-5 form)	Destroy after five (5) years
EDA-16-032	Trans - Form 32-9 (IN)	Destroy after five (5) years
EDA-16-033	Stu - Correspondence, Litigation, Student	Retain until final disposition of all litigation and appeals
EDA-16-034	Stu - Enrollment report (six weeks)	Destroy after five (5) years
		PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-035	Stu - Enumeration for School Purposes	
EDA-16-036	Stu - Student due process files (expulsion record)	Destroy after five (5) years. Confidential
EDA-16-037	Stu - Student handbooks	Destroy after seven (7) years
EDA-16-038	Inst - Achievement test score sheet/score booklet	Destroy after FIVE (5) years. Confidential
EDA-16-039	Inst - Chapter I or Title I Grant Agreement Letter	Retain as Required by grant agreement or Destroy TEN (10) years after the conclusion of the grant, whichever is longer.
EDA-16-040	Inst - Annual project evaluation (end grant cycle)	Destroy TEN (10) years after the conclusion of the grant.
EDA-16-041	Inst - Comparability report	Destroy after FIVE (5) years
EDA-16-042	Inst - Coordination record, student	Destroy after FIVE (5) years. Confidential
EDA-16-043	Inst - Home visit documentation	Destroy after FIVE (5) years
EDA-16-044	Inst - Loss and gain form (Achievement Data)	Destroy after FIVE (5) Years. Confidential
EDA-16-045	Inst - Needs assessment ranking report	Destroy after FIVE (5) Years
	Inst - Newsletter, all formats including written and electronic. Includes official announcements made on a social media platform. (District/Schoolwide)	PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-046		Destroy after THREE (3) years or State Board of Accounts Audit, whichever is later. Records noting individual staff training should be transferred to the individual's permanent record.
EDA-16-047	Inst - Professional development information	
EDA-16-048	Inst - Project\program application and amendments	Destroy after FIVE (5) years.
EDA-16-049	Inst - Quarterly Monitoring Report	Destroy after FIVE (5) years.
EDA-16-053	Inst - Target area selection report	Destroy after FIVE (5) years.
		PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-056	Inst - Title I District Plan	
EDA-16-057	Inst - Title I Building Level Plan	Destroy after FIVE (5) Years.
EDA-16-058	Inst - Weekly work schedule	Destroy after FIVE (5) Years.
EDA-16-059	Title 6- Application for Funds for Educational Programs under P.L.97-35 (program plan)	Destroy after FIVE (5) Years
EDA-16-060	Title 6 - Chapter 2 Budget and Expenditure report	Destroy after five (5) years or State Board of Accounts Audit, whichever is later.
EDA-16-061	Title 6 - Evaluation report for Chapter 2 programs	Destroy after FIVE (5) Years
EDA-16-062	Comm Ed - Course Descriptions	Destroy THREE (3) Years after the course is no longer offered.
EDA-16-063	Comm Ed - Enrollment forms	Destroy after ONE (1) Year
EDA-16-064	Comm Ed - Evaluation of Class	Destroy after THREE (3) Years
EDA-16-065	Listings of Classes	Destroy when no longer useful
EDA-16-066	Cirr - Adopted textbook list	Retain through two adoption cycles
		PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-067	Cirr - High school course description booklets	
EDA-16-068	Guidance activities, decisions, and In-Service record	Destroy after FOUR (4) Years

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EDA-16-069	School testing results records	Destroy after FOUR (4) Years
EDA-16-071	Accident Report, annual summary	Destroy after THREE (3) Years
EDA-16-072	Faculty/staff health training - sign in sheet	Destroy after THREE (3) Years
		PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-074	Inst- School Newspaper	
EDA-16-076	Hearing report (State Form 39986)	Destroy after FIVE (5) years
	Individual Student file, includes but not limited to: Testing Results Records (ISTEP, CAT, SAT, ACT, EPSF), Multidisciplinary Team Evaluation Reports, Case Conference Committee Summaries, Individualized Education Plans, Transition Plans, Correspondence, Pertinent information regarding the student's educational placement, release letters for outside agencies to view student records, test protocol on student, documentation of student program and attendance record, student exit/drop-out interview, student selection form (includes test scores, teacher referrals), teacher's evaluation of student/comments record, record of student home visits, and Report of Alleged Child Abuse or Neglect (State Form 114R2).	Records are maintained 5 years beyond the provision of educational services to the student OR until the student reaches 21 years of age, whichever is less, if the parents have not requested destruction of the records. 34 CFR 300.573 permits parents to request the destruction of personally identifiable information on their child. The parent must be informed of the destruction option (generally at graduation.) If parents request the information destroyed, the agency may retain a permanent record of a student's name, address, phone #, his or her grades, attendance record, classes attended, grade level and year completed. Confidential.
	Individual Student medical file, includes but not limited to: student alcohol/narcotic screening reports, immunization record and status (includes State Form 22363-Kindergarten and State Form 2263NE), list of medications given to student at school, student health screening results, tests, and referrals, record of student insurance coverage, medical examination records, statements of physicians, X-Ray Lab reports, request for psychological services and release letter from psychologist	Records are maintained 5 years beyond the provision of educational services to the student OR until the student reaches 21 years of age, whichever is less, if the parents have not requested destruction of the records. 34 CFR 300.573 permits parents to request the destruction of personally identifiable information on their child. The parent must be informed of the destruction option (generally at graduation.) If parents request the information destroyed, the agency may retain a permanent record of a student's name, address, phone #, his or her grades, attendance record, classes attended, grade level and year completed. Confidential.
EDA-16-079	Universal Precautions Training for Employees, sign-in sheet	Destroy after THREE (3) years
EDA-16-089		Maintain copy in staff member's personnel file after staff member leaves program or school district employment
EDA-16-092	Agreement to safeguard information	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-093	Annual data report - education of the handicapped	Destroy after FIVE (5) years
EDA-16-094	Application for federal assistance for the education of handicapped	
EDA-16-095	Application for tentative approval for annual classroom units for exceptional children	Destroy after FIVE (5) years
EDA-16-098	Quarterly summary report-education of the handicapped	Destroy after FIVE (5) years and State Board of Accounts audit
EDA-16-101	Application for Summer School (state report)	Destroy after THREE (3) years and State Board of Accounts audit
EDA-16-102	Summer - Approval Letter	Destroy after THREE (3) years and State Board of Accounts audit
EDA-16-103	Summer - Attendance records	Destroy after information is transferred to student's record
EDA-16-104	Summer - Corporation ISTEP re-mediation and retention summary	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.

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EDA-16-105	Summer- ISTEP final reporting form	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-106	Summer - ISTEP preliminary reporting form	Destroy after THREE (3) years
EDA-16-107	Summer - Student Grade Report	Destroy after grades are transferred to student's permanent record. Confidential
EDA-16-108	Student Summer School Registration	Destroy after ONE (1) Year
		PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-109	Summer School Final Report	INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDA-16-110	Summer School Information Sheet (letter to parent)	Destroy after ONE (1) Year

SCHOOLS

RECORD SERIES	RECORD TITLE\DESCRIPTION	DISPOSITION INSTRUCTIONS
EDS-16-001	Accident reports	Destroy after THREE (3) Years
EDS-16-002	Attendance registers	Destroy after THREE (3) Years
EDS-16-003	Attendance slips, daily	Destroy after THREE (3) Years
EDS-16-004	Attendance summary sheets, daily	Destroy after THREE (3) Years
EDS-16-005	Commencement programs	TRANSFER one copy to the INDIANA ARCHIVES AND RECORDS ADMINISTRATION after THREE YEARS and completion of State Board of Accounts Audit. Destroy any remaining copies.
EDS-16-006	Department of Education reports (Forms 30A, 30B, PE, ES, DE, NE, LM, AS, DR, AD, TN) for state of Indiana	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDS-16-007	Enrollment reports	Destroy after THREE (3) Years
EDS-16-009	Newspapers/newsletters, all formats including written and electronic. Includes official announcements made on a social media platform. (includes team newsletters to parents)	PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDS-16-010	Subject files	Destroy after THREE (3) Years.
EDS-16-011	Yearbooks	PERMANENT. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDS-16-012	Book and equipment inventory	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDS-16-013	EPA Asbestos Management Plan	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDS-16-014	School Safety Plan	Destroy when superseded
EDS-16-015	Use of Building Forms	Destroy after THREE (3) Years
EDS-16-016	Daily school lunch reports	Destroy after FIVE (5) Years
EDS-16-017	Notification letters for school meals	Destroy after THREE (3) Years and completion of State Board of Accounts audit
EDS-16-018	Record of charged lunches	Destroy after FIVE (5) Years
EDS-16-019	Weekly school lunch report	Destroy after FIVE (5) Years
EDS-16-020	Grade books	Destroy after FIVE (5) Years. Confidential
EDS-16-021	Grade sheets, cumulative by semester	Destroy after THREE (3) Years. Confidential
EDS-16-022	Grade sheets, six week	Destroy after THREE (3) Years. Confidential
EDS-16-023	Letter of absence record to parents	Destroy after THREE (3) Years. Confidential
EDS-16-024	Notice of suspension	Destroy THREE (3) Years after student is no longer enrolled. Confidential

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EDS-16-025	Permanent record cards, graduates and withdrawals	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION. Confidential
EDS-16-026	Athletic Eligibility certificates	Destroy after THREE (3) Years. May be confidential.
EDS-16-027	Athletic Insurance records	Destroy after SEVEN (7) Years. May be confidential.
EDS-16-028	Athletic - Parent-Physician certification	Destroy after FIVE (5) Years. May be confidential.
EDS-16-029	Record of athletic awards	PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDS-16-030	Cumulative record/Permanent record	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION. Confidential
EDS-16-031	Department of Education reports (Forms 30A, 30B, PE, ES, DE, NE, LM, AS, DR, AD, TN) for state of Indiana	Destroy after THREE (3) Years
EDS-16-032	Senior awards	PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDS-16-033	Student activity sheets	Retain for 5 years after student leaves the school system
EDS-16-034	Testing Results Records, classroom and building -- ISTEP, CAT, SAT, ACT, EPSF	Destroy after FIVE (5) years.
EDS-16-036	Student email account contents	Destroy SIX (6) months after the close of the academic year during which the email was sent.
EDS-16-037	Parent request and Permission to administer medication, including parent notes	Destroy after THREE (3) years. Confidential
EDS-16-038	Psychological reports including follow-up reports	Destroy after THREE (3) years. Confidential
EDS-16-042	Lib - Circulation records	Retain until returned
EDS-16-043	Lib - Fine slips	Retain until resolved
EDS-16-044	Lib - Materials inventory	Destroy after five (5) years or State Board of Accounts Audit, whichever is later.
EDS-16-045	Lib - Patron files	Retain until replaced or inactive
EDS-16-046	Lib - Title II application	Destroy after FOUR (4) years
EDS-16-047	Lib - Title II inventory & evaluation	Destroy after FOUR (4) years
EDS-16-048	School premises video surveillance	Destroy after 30 days
EDS-16-049		
EDS-16-050	Faculty/Staff correspondence	Destroy after three (3) years.
EDS-16-051	Faculty/Staff email	Except where otherwise provided in the general retention schedule or this schedule, destroy after THREE (3) years.
	CHARTER SCHOOLS	
EDC-16-001	Charter Agreement	PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
EDC-16-002	State and Federal Financial Reporting Requirements, includes tax forms, required reports to agencies	Except where otherwise provided in the general retention schedule or this schedule, destroy after SIX (6) years.
EDC-16-003		
EDC-16-004	Governing documents as required by IC § 20-24-3-3	PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.